



Department of Housing and Community Development  
Rental Accommodations Division  
Housing Resource Center  
1800 Martin Luther King, Jr. Avenue, S.E.  
Washington, D.C. 20020 | (202) 442-9505

## **Instructions for Completing Housing Provider's Notice to Tenant of Rent Adjustment**

These instructions are to be used with a Housing Provider's Notice to Tenant of Rent Adjustment (RAD Form 8). This form applies **only** to rental units covered by the Rent Stabilization Program of the Rental Housing Act of 1985.

**When to Use This Form.** These Housing Provider's Notice to Tenant of Rent Adjustment is required for a housing provider to give notice and implement rent adjustments. A housing provider must provide a tenant with written notice of an intended rent increase at least thirty (30) days in advance. You may only increase the rent charged once during a twelve (12) month period. Failure to implement a rent adjustment within the time allowed shall result in the forfeiture of the rent adjustment. If you require assistance, contact the Rental Accommodations Division on (202) 442-9505.

Complete all applicable portions of this form. Use of this RAD Form 8 for rent increases is required effective January 31, 2023. You must serve this notice on your tenant and file a copy (or a sample copy if adjusting rent for multiple units) with RAD along with RAD Form 9. Vacancy adjustments are not covered by this form. Use RAD Form 9 to notify RAD when a vacancy occurs and use the new tenant disclosure forms (RAD Forms 3, 4, and 5) to notify a new tenant that the rent charged is based on a vacancy adjustment.

### **Completing the Housing Provider's Notice to Tenant of Rent Adjustment Form.**

**Date.** Fill in the date you are completing the form.

**Tenant Name(s).** Fill in all the names of the tenants who will be served with the form.

**Tenant Address.** Complete the tenant address at the housing accommodation.

**Registration Number.** A housing provider may not take a rent increase unless a rental unit or housing accommodation is registered with the Rental Accommodations Division. Complete the property registration number.

**Basic Business License Number.** A housing provider must have a valid basic business license. Complete the basic business license number.

**Certificate of Occupancy.** If a housing accommodation consists of two (2) or more rental units, the housing provider must have a valid certificate of occupancy. Complete the certificate of occupancy number.

**1. Current Monthly Rent Charged.** Fill in the current rent you are charging to the tenant.

**2. Monthly Rent Surcharges.** Fill in the monthly amount of all rent surcharges currently in effect.

**3. Total Monthly Rent Increase.** Provide the amount of the rent increase. This amount will be either be the annual adjustment of general applicability for the current year or a rent surcharge based on the approval of a petition or voluntary agreement.

**4. Percentage Increase.** You must report the percentage of the total increase above the current rent charged. Divide the amount of this increase (which will be either the rent charged adjustment or rent surcharge amount) by the current rent charged, multiplied by 100.

Example 1—Annual Adjustment of General Applicability. The current monthly rent charged is \$1,000. The housing provider wishes to take the annual adjustment of general applicability for the year which is 3%. The total monthly rent will increase by 3%. The dollar amount is  $\$1,000 \times 0.03 = \$30$ . The new total monthly rent will be \$1,030.

Example 2—Rent Surcharge Adjustment. The current monthly rent charged is \$1,200. The housing provider filed a petition which was approved by the Rental Accommodations Division allowing a \$50 monthly surcharge for a new total monthly of \$1,250. The percentage increase is  $\$50 \div \$1,200 = 0.0416 \times 100 = 4.16\%$ .

**5. New Total Monthly Rent.** Fill in the new monthly rent dollar amount. This is the sum of the rent charged and all applicable rent surcharges.

**6. Rent Due Date.** Fill in the date the new rent is due, which must be at least thirty (30) days after your serve the form on your tenant(s).

**Check the Box.** You must provide the legal basis for the rent adjustment. The adjustment may be either:

a. The annual adjustment of general applicability which is the Washington, D.C. Standard Metropolitan Statistical Area Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) published each March by the Rental Housing Commission. All CPI-W rent increases are effective May 1st–April 30th of the following year. The CPI-W is available online at <https://rhc.dc.gov>, OR

b. Rent adjustments may be the result of approval of a petition or voluntary agreement. If the rent adjustment is applicable and the result of a petition or voluntary agreement, complete the petition case number and approval order date. Check the box to confirm that the rent increase is a new surcharge.

c. If the rental unit was subsidized and tenant-occupied at the time the subsidy ended and the rental unit continues to be occupied by the same tenant, the new rent charged may be no more than the rent charged on the date the unit became exempt plus the annual adjustment of general applicability under section 42-3502.06(b) of the Rental Housing Act of 1985 for each year that the rental unit was under the subsidy contract. You may obtain the historical annual rent adjustments of general applicability at <https://rhc.dc.gov/page/annual-rent-adjustments-2012-%E2%80%93present>. Include the year-by-year computation of the allowable rent adjustments in Box C.3 or on a separate sheet if there is not enough space.

You must file an RAD Form 2 Amended Registration with RAD after serving your tenant with an RAD Form 8 Housing Provider's Notice to Tenant of Rent Adjustment.

**Box A, Annual Adjustments of General Applicability.** Fill in all limits and check the box for which rent adjustment is being applied. Fill in the CPI-W for the current year and the maximum general rent adjustment for the year which may not exceed 10%. If the tenant is sixty-two (62) years or older or a tenant with a disability, complete the Social Security Cost of Living Adjustment (COLA) rate and the maximum rent adjustment for the year. The COLA rate is available online at <https://rhc.dc.gov>.

**Box B, Petition-Based or Voluntary Agreement Adjustments.** If the rent adjustment is the result of a petition or voluntary agreement, complete which is applicable. Note elderly tenants or tenants with a disability fulfilling income limits may be exempt from paying rent increases for petition-based or voluntary agreement rent increases.

**Box C, How the Rent is Calculated.** If you received a petition order approving rent surcharges from the Office of Administrative Hearings or the Rent Administrator, complete the table identifying the rent surcharge amount, type of surcharge, petition case number, and order approval date.

**Box D, Age or Disability Exemptions.** If the rent increase is based on an approved petition or voluntary agreement, elderly tenants or tenants with a disability who fulfill income requirements may be exempt from paying rent increases and partial CPI-W adjustments. Complete the annual income requirements. The income level table is available at: <https://rhc.dc.gov>. Check the box if your application for a property tax abatement was not approved due to lack of funding from the Office of Tax & Revenue and attach a copy of the Rental Accommodations Division's determination letter.

**Box E, Tenants' Rights.** Tenants have the right to request and review documents and rent history for their rental units once per year at no charge. This section advises tenants how they may access that information. Please check the applicable box and complete the information.

**Box F, Housing Provider's Certifications.** You will certify all of the information provided as listed. Sign the form, print the housing provider's name, your capacity as signatory on the form, the housing provider's telephone number, email address, and mailing address. Note: you must provide a street address; forms with post office box addresses will not be accepted.

**Service on Tenant(s) and Filing with RAD.** You must serve the Housing Provider's Notice to Tenant of Rent Adjustment (RAD Form 8) on each tenant by electronic mail (if authorized in advance by the tenant(s)), by hand delivery, or by mail at least thirty (30) days in advance.

Within thirty (30) days of taking a rent increase, you must also file a copy of this form and the Certificate of Adjustment in Rent Charged (RAD Form 9) with the Rental Accommodations Division. If multiple units are affected, you must file a sample copy of this Housing Provider's Notice to Tenant of Rent Adjustment (RAD Form 8) with the Certificate of Adjustment in Rent Charged (RAD Form 9) with the Rental Accommodations Division.

Filing with the Rental Accommodations Division may be made by hand delivery, mail, or by electronic mail to [dhcd.rad@dc.gov](mailto:dhcd.rad@dc.gov). If filing with the Rental Accommodations Division by electronic mail, the form must be in a portable document format (PDF). You must submit one form per email with a limit of no more than ten (10) emailed filings per day. You accept the risk that an email or attachment may be delayed or disrupted by technical failure or defect.